

**MINUTES  
HISTORIC PRESERVATION COMMISSION  
OF THE CITY OF GREEN BAY  
Monday, April 8, 2013  
Room 210, City Hall  
4:00 p.m.**

**PRESENT:** Roger Retzlaff, Jacqueline Frank, Alderman Mark Steuer, Chris Naumann, Susan Ley, Jeanine Mead, Melissa Hauk

**ALSO PRESENT:** Ald. David Boyce, Bill Kloiber

The meeting was called to order by Roger Retzlaff at 4:00 p.m.

**1. APPROVAL OF MINUTES AND AGENDA**

- a. Approve March 11, 2013 Minutes

Motion made by Ald. Steuer to approve the March 11, 2013 Minutes, seconded by Chris Naumann. Six in favor, one abstention (Jeanine Mead). Motion carried.

- b. Modify and adopt agenda

Motion made by Susan Ley to approve the agenda, seconded by Jacqueline Frank. All in favor. Motion carried.

**2. DESIGN REVIEW**

None.

Roger Retzlaff reported that the façade of Glass Nickel Pizza is finished. The owner did not come before the HPC to present their revised design. Chris Naumann stated they presented the brick material to the On Broadway Design Committee and it was approved.

**3. REPORTS**

- a. Awards program

The House of Homebrew, the house at the corner of Quincy and Law Streets, St. John's Homeless Shelter and the house at the corner of Ashland Avenue and Walnut Street are possible award nominations. Ald. Steuer has asked council members to look in their districts for other possibilities.

- b. Preliminary review form

Roger Retzlaff has not had an opportunity to meet with the Inspection Department, so there will be no report on this item.

c. Demolition waiting period

Attorney Decker has drafted a proposed ordinance and is at the meeting to answer questions. This will be discussed later in the agenda under “Old Business.”

d. Website update – revised introduction

Jeanine Mead drafted a new introductory letter for the website.

e. WAHPC Spring Conference

The Spring Conference presented by the Wisconsin Association of Historic Preservation Commissions is April 27, 2013, in Milton, Wisconsin. The City of Green Bay HPC should send a representative.

4. **CORRESPONDENCE**

None.

5. **OLD BUSINESS**

a. Historic Preservation Awards

Ald. Steuer will look through the 2012 building permits to see if there are any other potential award nominations. Time is running out. The HPC was asked to look at the above referenced properties and be prepared to discuss at a special meeting. The awards will be presented at the May 7, 2013 council meeting.

Motion made by Ald. Steuer to hold a special meeting on April 22, 2013 at 4:00 p.m. to discuss award nominations, seconded by Chris Naumann. All in favor. Motion carried.

b. Demolition waiting period

Attorney Decker drafted an ordinance that states if you are the owner of a building, you will be asked to indicate if it is over 50 years of age. If so, the Inspection Department will notify the chairperson of the HPC. The HPC will then have 15 business days in which to determine whether or not the property has historic significance.

“Historic Significance” is purposely left undefined in this newly drafted ordinance to allow the HPC to set the standard for what this means. This would determine whether or not to stop the permit process. A permit applicant would have a 20 day waiting period. If the applicant reports back to building inspection, it would be delayed indefinitely until the HPC meets to discuss it.

This is a significant change from the HPC's current authority and will require timely meetings.

Attorney Decker stated he does not want multiple versions of this draft ordinance being distributed, as it will cause confusion. Attorney Decker wants the HPC to be aware that those wanting to get raze permits right away may have a problem with this change.

Roger Retzlaff stated his concern with the current draft is that it seems optional for the person to designate the age of the building. Attorney Decker indicated determining the age of a building is not easily done, especially when it applies to significantly old buildings. However, the Inspection Division has been around for over 50 years, so if a building was built within the past 50 years, they probably have a record of it. Also, historical air photos can be utilized.

Roger would like the ordinance to require the owner to indicate the date of original construction. He feels the ordinance is "open ended" which could concern developers or people who own buildings.

Attorney Decker stated alternative wording could be "a permit shall be issued by 'x' date, unless permitted sooner by the HPC."

The HPC had thought about a 30 day waiting period, since the HPC meets once a month. The purpose is not to restrict what an owner can do with his property, but allow the community time to have input .

Motion made by Ald. Steuer to proceed with the proposed Ordinance, such that it states that it's more specific about the date of construction of the building that is to be demolished, seconded by Melissa Hauk. All in favor. Motion carried.

c. Building demolitions for Navarino Park

This item will be discussed when reviewing the building activity report.

d. Preliminary review form

No action at this time.

Ald. Steuer will review Jeanine Mead's draft of the introductory letter for the website and make any additions he feels appropriate. He will then forward it on to Roger Retzlaff for his approval.

Chris Naumann indicated the City is going through a master planning process for the downtown area and is not aware if historic preservation or historic strategies are included in this process. He will talk to Nick in the Planning Department.

Motion made by Susan Ley to move forward with Jeanine Mead's draft of the introductory letter for the HPC website, seconded by Chris Naumann. All in favor. Motion carried.

e. Strategic planning

- i. consolidate and prioritize projects – discussed at February meeting
- ii. prospective additional projects list
  1. periodic notification to property owners within historic districts
  2. historic preservation information and education campaign
  3. update to intensive survey
  4. provide more resources on website
  5. partner with other communities and historic organizations in Brown County
- iii. review past goal setting documents – further discussion

Roger stated he wants to make historic preservation more relevant for the City of Green Bay. The way the HPC is currently running, they are not able to provide the City with any resources. How can they help the City find resources to promote historic preservation?

Ald. Steuer indicated the Brown County Trust is putting together a contractor data base of people who do rehab work. This would be a possibility. If the website could lead to other sites, that could also be helpful.

Jeanine Mead indicated there is a National Historic Preservation Association which is useful to Historic Preservation Commissions throughout the U.S.

Roger Retzlaff suggested they draft an outline of the issues they will be dealing with in the future to promote historic preservation. They currently discuss designs and give out awards but these things don't advance the cause of the HPC, nor does it raise awareness.

Ald. Steuer suggested using neighborhood associations as a resource.

Ald. Steuer believes it would be beneficial to have two people from the HPC attend the spring conference in April.

Jeanine Mead stated she approves of strategic planning, but at this time would prefer to focus on strengthening the ordinance and proceed with obtaining CLG status.

Chris Naumann and Jacqueline Frank volunteered to draft a working outline to define the scope of strategic planning.

## 6. **NEW BUSINESS**

Motion made by Jacqueline Frank to send two people to the April 27, 2013 Spring Conference presented by the Wisconsin Association of Historic Preservation Commissions, seconded by Chris Naumann. All in favor. Motion carried.

- a. Review monthly building activity report

Chris Naumann reported that the ghost sign on the Glass Nickel Pizza will be renovated.

A motion to receive and place on file the March monthly building report was made by Chris Naumann, seconded by Jacqueline Frank. All in favor. Motion carried.

## **7. OTHER ANNOUNCEMENTS, CORRESPONDENCE AND NEWS**

Chris Naumann stated that in mid-March, Rep. Chad Weininger from the State Assembly, drafted a bill regarding expanding the historic tax credits program, which would increase the state match on the federal historic grant. The federal tax credit is 20% on an historic building; the state match is 5%. This bill will expand the 5% to 20%. This will constitute a potential 40% tax credit on historic buildings for renovation or maintenance if it is on the register. If your building is not on the register but was built before 1937, it could qualify for a 5% "no questions asked" credit. This is for commercial property. The group discussed how information about this program, when enacted, could be available on the HPC website.

## **8. NEXT MEETING DATE**

The next meeting date of May 13, 2013 at 4:00 p.m. was confirmed.

## **9. ADJOURNMENT**

A motion to adjourn was made by Chris Naumann, seconded by Susan Ley. All members voted in favor of the motion. Motion carried.